Criminal Justice Information Services (CJIS) Division Uniform Crime Reporting (UCR) Program

Police Employee Technical Specification

Version 1.7
Document Date: 11/15/2018

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CHANGE DESCRIPTIONS

Revision	Date	Change Description	Comments
1.0	10/18/2018	Removed PE Specs from SRS Manual	Removed to facilitate changes to PE error codes PE020 PE030 to PE warning codes PE021 and PE031
1.6	11/7/2018	Formatting & syntax edits	Spacing, rewording for clarity, bold text, commas.
1.7	11/15/2018	Editing changes	Moving period, change capitalization

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Record Layout and Error Messages for the Electronic Submission of Number of Full-time Law Enforcement Employees

The following record specifications and error codes/messages relate to electronic submission of annual Police Employee data. The data are separate from the Summary Reporting System (SRS) reports (Return A, Supplement to Return A, Law Enforcement Officers Killed and Assaulted (LEOKA), Supplementary Homicide Report (SHR), Age, Sex, Race (ASR), Arson, and Human Trafficking), and therefore, when a file is submitted, only police employee information should be included.

For the Number of Full-time Law Enforcement Employees to be submitted to the FBI electronically, state Uniform Crime Reporting (UCR) Programs/direct contributors must use the specified record layout and a file named to the established standard "State_Year_PE_001.txt." The file must be a standard ASCII text file with a carriage return/line feed at the end of each record. After processing the file, the FBI will return an error file to the state UCR Program/direct contributor.

Numeric data fields must be right-justified with left zero-fill, and fields containing zero data (which is not the same as having no report) should contain zero-fill. Delimiters are not allowed between fields. Numeric data fields must contain whole numbers; decimals are not permitted. A submission should contain data for only 1 year. State UCR Program managers must not include submissions from nonreporting agencies.

Record Layout for Electronic Submission		
Position	**Type**	**Description**
1	A1	Record Indicator
2-10	A9	ORI Number
11-14	A4	Reporting Year
15-16	A2	Record Type
17-21	N5	Full-time Law Enforcement Officers—Male
22-26	N5	Full-time Law Enforcement Officers—Female
27-31	N5	Full-time Law Enforcement Officers—Total Male/Female
32-36	N5	Full-time Civilian Employees—Male
37-41	N5	Full-time Civilian Employees—Female
42-46	N5	Full-time Civilian Employees—Total Male/Female
47-51	N5	Total Full-time Law Enforcement Employees—Male
52-56	N5	Total Full-time Law Enforcement Employees—Female
57-61	N5	Total Full-time Law Enforcement Employees—Total Male/Female

Detailed Record Layout, Valid Values, and Error Messages		
Position	**Type**	**Description**
1	A1	**Record Indicator**
		8 = Full-time Law Enforcement Employees
2–10	A9	**ORI Number**
		For SRS submissions, the last two positions (9-10) must be 00.
11–14	A4	**Reporting Year**
15–16	A2	**Record Type**
		00=Add
		13=Modify/Adjust
		16=Delete
17-21	N5	**Full-time Law Enforcement Officers-Male**
		Include all male full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your department's normal full-time work week. Include the chief, sheriff, commissioner, superintendent, or other sworn department head, if male. Do not count special officers, merchant police, or others who are not paid from law enforcement funds.
22-26	N5	**Full-time Law Enforcement Officers-Female**
		Include all female full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your department's normal full-time work week. Include the chief, sheriff, commissioner, superintendent, or other sworn department head, if female. Do not count special officers, merchant police, or others who are not paid from law enforcement funds.
27-31	N5	**Full-time Law Enforcement Officers-Total Male/Female**
		Include the total number of all male and female full-time sworn law enforcement officers who were on your department's payroll as of October 31 and who work your department's normal full-time work week. Include the chief, sheriff, commissioner, superintendent, or other sworn department head. Do not count special officers, merchant police, or others who are not paid from law enforcement funds.
32-36	N5	**Full-time Civilian Employees-Male**
		Include all full-time civilian employees who were on your department's payroll as of October 31 and who work your department's normal full-time work week. Include male clerks, stenographers, mechanics, etc., who do not have police powers. Do not count male school crossing guards or employees who are not paid from police funds.

37-41	N5	**<u>Full time Civilian Employees-Female</u>** Include all female full-time civilian employees who were on your department's payroll as of October 31 and who worked your department's normal full-time work week. Include female clerks, stenographers, mechanics, etc., who do not have police powers. Do not count female school crossing guards or employees who are not paid from police funds
42-46	N5	**<u>Full-time Civilian Employees–Total Male/Female</u>** Include the total number of all male and female full-time civilian employees who were on your department's payroll as of October 31 and who worked your department's normal full-time work week. Include clerks, stenographers, mechanics, etc., who do not have police powers. Do not count school crossing guards or employees who are not paid from police funds.
47-51	N5	**<u>Total Full-time Law Enforcement Employees-Male</u>** Enter the total number of male full-time law enforcement officers and civilians on your department's payroll as of October 31. This should be the total number of full-time law enforcement officers-male and full-time civilian employees-male.
52-56	N5	**<u>Total Full-time Law Enforcement Employees–Female</u>** Enter the total number of female full-time law enforcement officers and civilians on your department's payroll as of October 31. This should be the total number of full-time law enforcement officers–female and full-time civilian employees-female.
57-61	N5	**<u>Total Full-time Law Enforcement Employees–Total Male/Female</u>** Enter the total number of male and female full-time law enforcement officers and civilians on your department's payroll as of October 31. This should be the total number of full-time law enforcement officers–male, full-time law enforcement officers-female, full-time civilian employees-male, and full-time civilian employees-female.

Police Employee Error Codes

Police Employee Errors		
Error Code	**Error Message**	**Error Description**
PE_S	POLICE EMPLOYMENT RECORD ALREADY ON FILE, SEND RECORD TYPE 13	A type 00 - Normal record was submitted for the Police Employment report. A type 00- Normal record is already on file for the same agency/month. Please resubmit as a Type 13- Adjustment record.
PE010	REPORT YEAR CANNOT BE BEFORE 2005	Report year cannot be earlier than 2005. This applies to all report types.
PE012	TOTAL OFFICERS MUST EQUAL MALE AND FEMALE OFFICER TOTALS	The total number of officers field did not equal the total number of male and female officers.
PE014	TOTAL CIVILIANS MUST EQUAL MALE AND FEMALE CIVILIANS TOTALS	The total number of civilians field did not equal the total number of male and female civilians.
PE015	TOTAL MALE EMPLOYEES MUST EQUAL MALE OFFICER AND CIVILIAN TOTALS	The total number of male Law Enforcement employees did not equal the total number of male Officers and Civilians.
PE016	TOTAL FEMALE EMPLOYEES MUST EQUAL FEMALE OFFICER AND CIVILIAN TOTALS	The total number of female Law Enforcement employees did not equal the total number of female Officers and Civilians.
PE017	TOTAL EMPLOYEES MUST EQUAL MALE AND FEMALE EMPLOYEE TOTALS	The total number of Law Enforcement employees did not equal the total number of Officers and Civilians.
PE023	UNABLE TO DELETE RECORD NOT ON FILE	Refers to a record where Record Type = 16 (Delete) and there is no previously-added record to delete.
PE10000	INVALID REPORT YEAR	The report year must be in a valid year format (YYYY) after 2005.
PE10001	MUST BE NUMERIC: FULL TIME LAW ENFORCEMENT OFFICERS MALE	Data reported must be numeric, must contain whole numbers. Decimals are not permitted.
PE10002	MUST BE NUMERIC: FULL TIME LAW ENFORCEMENT OFFICERS FEMALE	Data reported must be numeric, must contain whole numbers. Decimals are not permitted.
PE10003	MUST BE NUMERIC: FULL TIME LAW ENFORCEMENT OFFICERS TOTAL MALE/FEMALE	Data reported must be numeric, must contain whole numbers. Decimals are not permitted.

Police Employee Errors		
Error Code	**Error Message**	**Error Description**
PE10004	MUST BE NUMERIC: FULL TIME CIVILIAN MALE	Data reported must be numeric, must contain whole numbers. Decimals are not permitted.
PE10005	MUST BE NUMERIC: FULL TIME CIVILIAN FEMALE	Data reported must be numeric, must contain whole numbers. Decimals are not permitted.
PE10006	MUST BE NUMERIC: FULL TIME MALE	Data reported must be numeric, must contain whole numbers. Decimals are not permitted.
PE10007	MUST BE NUMERIC: FULL TIME FEMALE	Data reported must be numeric, must contain whole numbers. Decimals are not permitted.
PE10008	MUST BE NUMERIC: FULL TIME CIVILIAN TOTAL	Data reported must be numeric, must contain whole numbers. Decimals are not permitted.
PE10009	MUST BE NUMERIC: FULL TIME EMPLOYEES TOTAL	Data reported must be numeric, must contain whole numbers. Decimals are not permitted.
PE10010	MUST BE ENTERED FOR RECORD TYPE = 00 OR 13: FULL TIME LAW ENFORCEMENT OFFICERS MALE	The data field must be right-justified with left zero-fill, and fields containing zero data should contain zero-fill.
PE10011	MUST BE ENTERED FOR RECORD TYPE = 00 OR 13: FULL TIME LAW ENFORCEMENT OFFICERS FEMALE	The data field must be right-justified with left zero-fill, and fields containing zero data should contain zero-fill.
PE10012	MUST BE ENTERED FOR RECORD TYPE = 00 OR 13: FULLTIME CIVILIAN MALE	The data field must be right-justified with left zero-fill, and fields containing zero data should contain zero-fill.
PE10013	MUST BE ENTERED FOR RECORD TYPE = 00 OR 13: FULLTIME CIVILIAN FEMALE	The data field must be right-justified with left zero-fill, and fields containing zero data should contain zero-fill.
PE10014	MUST BE ENTERED FOR RECORD TYPE = 00 OR 13: FULLTIME OFFICER TOTAL	The data field must be right-justified with left zero-fill, and fields containing zero data should contain zero-fill.
PE10015	MUST BE ENTERED FOR RECORD TYPE = 00 OR 13: FULLTIME CIVILIAN TOTAL	The data field must be right-justified with left zero-fill, and fields containing zero data should contain zero-fill.
PE10016	MUST BE ENTERED FOR RECORD TYPE = 00 OR 13: FULLTIME EMPLOYEE TOTAL	The data field must be right-justified with left zero-fill, and fields containing zero data should contain zero-fill.

Police Employee Errors		
Error Code	**Error Message**	**Error Description**
PE10017	MUST BE ENTERED FOR RECORD TYPE = 00 OR 13: FULLTIME MALE EMPLOYEE TOTAL	The data field must be right-justified with left zero-fill, and fields containing zero data should contain zero-fill.
PE10018	MUST BE ENTERED FOR RECORD TYPE = 00 OR 13: FULLTIME FEMALE EMPLOYEE TOTAL	The data field must be right-justified with left zero-fill, and fields containing zero data should contain zero-fill.
PE10019	ALL ORIs IN SUBMISSION MUST BE FROM SAME STATE	All reports on a submission must be from the same state.
PE4000	INVALID RECORD TYPE FOR REPORT, EXPECTING 00, 13 OR 14 IN POSITIONS 13-14.	The record type on the submission was not valid for the data being reported, e.g., record type 16 with a 01 Return A record or HT Human trafficking report.
PE4012	INVALID FILE FORMAT/SIZE FOR FLAT FILE SUBMISSION.	The submission had a file format or line length that did not meet the technical specification for a summary report format.
PE4013	INVALID DATA FOUND IN DATA FIELD	There was data reported that was not valid for the report type submitted, e.g., a type 14 No Report record with offense data submitted.

Police Employee Warning Codes

Police Employee Warning		
Warning Code	**Warning Message**	**Warning Description**
PE_T	POLICE EMPLOYMENT ADJUSTMENT WITH NO PRIOR RECORD	Refers to a record where Record Type = 13 (Modify/Adjust) and there is no previously-added record to adjust. This is an informational *warning* error.
PE021	REPORTED ZERO FULL TIME LAW ENFORCEMENT OFFICERS TOTAL MALE/FEMALE	Zero data reported for Total Male and Female Full-time Law Enforcement Officers. We request verification of the zero data.
PE031	REPORTED ZERO FULL TIME LAW ENFORCEMENT EMPLOYEES TOTAL	Zero data reported for Total Full-time Law Enforcement employees. We request verification of the zero data.

Error Data Set and Warning Data Set

Error: Software logic checks exist for each report type. When a report does not pass all associated logic checks, the system creates an error. Reports with errors are not ingested into the Uniform Crime Reporting-Tech Refresh (UCR-TR) system. Errors must be corrected and the report resubmitted.

Warning: Software logic checks exist for each report type. When a report is presented with data that is questionable in comparison to the normal reporting parameters, the system creates a warning. Reports with warnings are ingested into the UCR-TR system. Warnings must be reviewed and either corrected or explained prior to publication.

Note: For our SRS submitters, data quality is a new UCR Program designation. Data quality issues for both SRS and National Incident Based Reporting System (NIBRS) agencies will be provided in a data quality report. For our SRS contributors, these issues are essentially the subset of SRS warnings which have been designated as data quality issues in the UCR-TR. This change has been made to more closely align our SRS methodology with our NIBRS methodology.

Figure 11 Record Layout for Error data set and Warning data set

The EDS (Error data set) and WDS (Warning data set) will be formatted the same and be returned upon ingestion.

Record Year	Record Month	Submission Record Number	Action Type	ORI	Incident number	Publication Effect
1-4	5-6	7-13	I - Initial or Incident, based on form type A - Add N - No Report D - Delete M - Modification Z - Zero Report O - Original	15-23	24-35	The Triage Flag is only blank or 1 currently. 1 means that it is a triaged warning, blank means it is not.

Violation Number	Data Value in Violation	Violation Message
37-48	49-60	61-138